



LOURDES A. LEON GUERRERO
GOVERNOR

JOSHUA F. TENORIO
LIEUTENANT GOVERNOR

DEPARTMENT OF ADMINISTRATION
DEPARTAMENTON ATMENESTRASION
P.O. Box 884 HAGATNA, GUAM 96932

GENERAL SERVICES AGENCY
AHENSIAN SETBISION HINIRAT
WEBSITE: WWW.GSA.DOA.GUAM.GOV
EMAIL: GSAPROUREMENT@GSADOA.GUAM.GOV



EDWARD M. BIRN
DIRECTOR

BERNADINE C. GINES
DEPUTY DIRECTOR

September 10, 2021

GENERAL SERVICES AGENCY CIRCULAR NO.: 2021-011

To: All Department and Agency Heads

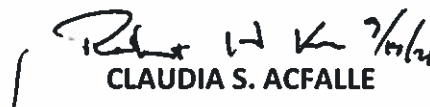
From: Chief Procurement Officer

Subject: **Submission of Projected Annual Procurement Plan for Fiscal Year 2022**

Håfa Adai! We are soliciting your assistance to review your Fiscal Year 2022 Budget to determine what funds are appropriate for equipment, services and supplies (e.g., vehicles, copiers, computers, heavy equipment, security, ground maintenance, janitorial and construction supplies, food supplies, etc.).

In this regard, we are requesting your cooperation in submitting your requirements, by category, together with appropriate specifications or scope of work in accordance with Section 21 and 22 of Public Law 18-44 and transmit to General Services Agency (GSA) no later than September 30, 2021. Departments with divisions or sections are required to submit a consolidated procurement plan by due date.

We look forward to your cooperation as we strive to save government funds through the bulk buying process. ***Si Yu'os Ma'åse!***


CLAUDIA S. ACFALLE